

ROBERT HICKS SCHOOL



PARENT INFORMATION BOOKLET 2023



GENERAL INFORMATION

Telephone: 012 329 1695

Important EXTENSION numbers:

Reception / Admissions	10	Typist 1	16
Typist 2	20	Finance	14
Grade R Admissions / Finance	12		

Telephone Grade R: 012 329 4678

Fax school: 012 329 6507

Email: mail@roberthicksschool.co.za

Address: 588 Adcock Street, Gezina, 0084

School office hours: 7:30 – 14:00 (Monday – Friday)

Contacts:

Principal: principal@roberthicksschool.co.za

Deputy Principal deputy@roberthicksschool.co.za

DH Foundation Phase hodf@roberthicksschool.co.za

DH Guidance hodg@roberthicksschool.co.za

DH Intersen Phase hods@roberthicksschool.co.za

Accounts finance@roberthicksschool.co.za

TERM DATES 2023

ACADEMIC CALENDAR

TERM 1	TERM 2	TERM 3	TERM 4
11 Jan – 24 Mar	12 April – 23 June	18 July – 29 Sep	10 Oct – 13 Dec

PUBLIC HOLIDAYS

New Year's Day	1 January	16 June	Youth Day
Public Holiday	2 January	9 August	National Women's Day
Special School Holiday	20 March	24 September	Heritage Day
Human Rights Day	21 March	25 September	Public Holiday
Good Friday	7 April	16 December	Day of Reconciliation
Family Day	10 April	25 December	Christmas Day
27 April	Freedom Day	26 December	Day of Goodwill
28 April	Special School Holiday		
1 May	Workers Day		

INTRODUCTION TO ROBERT HICKS SCHOOL

Robert Hicks School was established in November 1903 in three marquee tents, on the site presently housing Eben Swemmer Primary School, to cater for the many resettled children after the Anglo-Boer War. In 1904 the marquee tents were replaced by wood and iron buildings as a temporary measure while the permanent brick structure was erected. This new building was then known as the Gezina School. In 1937 the school moved to the present Adcock Street site and was renamed Robert Hicks School after the headmaster who served the school with distinction during the period 1919 – 1935.

VISION

Providing a safe and happy environment whereby learners are equipped with the knowledge, skills and values to become well-adjusted individuals with the best chance of success

MISSION STATEMENT

To create a disciplined, structured, secure educational environment, striving for academic, cultural and sporting excellence. We base this on sound Biblical values, effective communication, mutual respect and social responsibility.

VALUES

“Virtue et Benevolentia” – Goodness and Kindness

STRUCTURE

School Governing Body (SGB): a democratically elected group of representatives that is responsible for the governance of the school. It has a strategic and fiduciary responsibility and is responsible for appointing all non-GDE personnel. They are also involved with the interview as selection process of GDE-staff.

Finance Committee: a sub-committee of the SGB that oversees the finances of the school. It is also responsible for compiling the annual budget and setting the school fees.

School Management Team (SMT): responsible for the educational leadership and operational management of the school. They also play a role in strategic planning and financial management. The SMT comprise of:

- Ms A.C. Botha The Principal
- Ms H. Fourie Acting Deputy Principal /Departmental Head (Intersen Phase)
- Ms M. de Witt Departmental Head (Guidance)

- Ms K Lakofski Departmental Head (Foundation Phase)

ORGANISATION

Robert Hicks caters for children from Grade R to Grade 7 and is divided into three phases

Foundation Phase: Grade R – 3

Intermediate Phase: Grade 4 – 6

Senior Phase: Grade 7

All learners are divided into classes of mixed ability with an average of ± 33 learners per class.

SCHOOL HOUSES

There are 4 houses at Robert Hicks School: Green, Red, Blue and Yellow. An entire class forms part of the same house.

SCHOOL ATTENDANCE

Illness: It is legally compulsory for children to attend school. Absence from school will not be condoned, except for illness or exceptional circumstances. A note from the parent is required to explain all absences. A doctor's certificate is required if a learner has been absent for 3 or more days, or if a learner has missed a formal assessment or an examination.

Leaving early: Parents are requested to refrain from making doctor's appointments during school hours. Parents are requested to abide by the school hours and NOT take their children home early, especially on Fridays. A learner may only be released from school into the care of the LEGAL GUARDIAN. Any other person collecting the learner will need to provide a letter of permission from the legal guardian AND a copy of the ID of the legal guardian.

LUNCH

Please pack a healthy, substantial lunch for your child to enjoy at break. Please do not pack sweets, chocolates or other sugar laden foodstuffs that will impact on their blood sugar levels and subsequent concentration levels.

Healthy lunch options are available at the tuck shop.

LANGUAGE

As a school we respect the languages spoken in our beautiful country. However, if you would like to ensure that your child copes and excels in an English school, please ensure that your child speaks and hears as much English as possible, even at home.

ILLNESSES

Unless your child is physically fit, please do not send him/her to school. You will be contacted to fetch your child. The school must be notified immediately if your child contracts or has been in contact with a contagious disease (scheduled according to the Public Health Department). Children with contagious diseases e.g. Chicken Pox, Pink Eye, Lice, Ringworm, etc. MUST REMAIN AT HOME until the infectious period is over. Please submit a letter from your doctor that states that your child may return to school.

SCHOOL HOURS

Gates at 11th & 12th Avenues open at 07:00

Gate at Grade R entrance opens at 07:00

First school bell: 7:25

School starts: 7:30

School ends: 13:00 (Grade R)

13:45 (Grades 1 – 7)

Gate at Grade R entrance will be locked at 14:00. Learners who are not collected by this time will be accompanied to the waiting area at the 12th Avenue gate.

TRAFFIC CONTROL

The speed limit on 11th Avenue, 12th Avenue as well as Adcock Street, is 40km/h, as these have warning signs up that it is a school zone.

The following gates are operational at Robert Hicks School.

GATE A: This is the main gate. LEARNERS WILL NOT BE ALLOWED TO ENTER THROUGH THESE GATES IN THE MORNINGS AND AFTERNOONS. They will need to use the 11th or 12th Avenue gates.

Visitors need to report at this gate where they will be signed in by the security guard, before reporting to reception. NO parents are allowed to go straight to a teacher's class during teaching time. This causes a disturbance and it poses potential security threats.

The gate is tended to from 7:30. Late-coming learners must please wait for the security guard.

GATE B & G: These are educator entrances and may not be used by parents and/or learners. Please do not block these gates by parking in front of them.

GATE C: This is the Hall gate. It is open at the following times:

07:00 – 07:30

13:45 – 14:15

Please make use of the main gate after 7:30 and the 12th Avenue Care @ Hicks gate after 14:00.

GATE D: This is the Grade R car gate and is used exclusively by the Grade R personnel.

GATE E: This is the Grade R entrance gate. It is open at the following times:

07:00 – 07:30

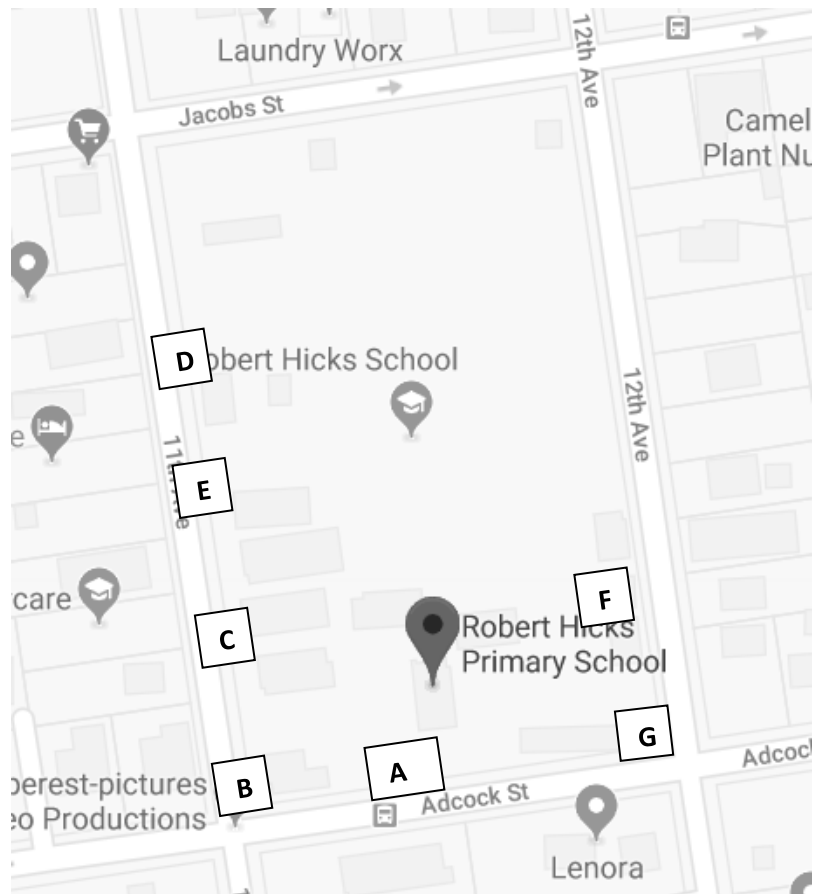
13:00 – 14:00

Learners who have not been collected by 14:00 will be directed to the waiting area at the Care @ Hicks Aftercare Centre at the 12th Avenue gate.

GATE F: This is the Aftercare Centre Gate. It is open at the following times:

07:00 – 07:30

13:45 – 17:30



SECURITY

Robert Hicks School has 24 hour video and audio surveillance. There is also a security guard on duty 24/7.

Scholar patrol is on duty at the 12th Avenue gate as well as the 11th Avenue pedestrian crossing at the following times:

07:00 – 07:30

13:45 – 14:00

Please treat all personnel with courtesy, should they need to stop you or inconvenience you in any way during the course of their duties. Please remember: they are there for your child's protection.

ACADEMICS

Grade 1 – 3

Life skills, English home Language, Afrikaans First Additional Language, Mathematics

Grade 4 – 6

English Home Language, Afrikaans First Additional Language, Mathematics, Natural Sciences & Technology, Social Sciences (History & Geography), Life skills (Creative Arts, Physical Education and Life Orientation)

Grade 7

English Home Language, Afrikaans First Additional Language, Mathematics, Natural Sciences, Economic Sciences Management (EMS), Technology, social Sciences (History & Geography), Creative Arts (Visual Arts & Drama), Life Orientation

HOMEWORK

All learners are expected to complete homework, although the level and intensity of work required will be grade specific to each grade. Homework offers the learners the opportunity to develop independent study skills and affords the parents the opportunity to interact with their children and observe how they are progressing academically.

LEARNER SUPPORT

Support is mainly facilitated in the classroom, where different intervention strategies are implemented to assist your child if needed. Upon the issuing of a report, remedial support is recommended, and your child is invited to attend remedial classes. These could either be Mathematics or English. It is imperative that your child attends these classes, as infrequent attendance will result in your child losing his/her place in the remedial class.

Often external remedial is recommended. The following service providers are situated in the vicinity of the school:

610 24th Ave, Villieria, Pretoria, 0186, South Africa

082 7015345



PRETORIA MOOT CENTRE

Address

246 Dunstan Road Queenswood, Pretoria, Gauteng 0084

Phone

+27 12 333 6778

COMMUNICATION

The D6 Communicator

The D6 Communicator is an electronic communication system that can be downloaded onto desktop computers, tablets and smartphones. It is available in Windows, Android and Apple format. It is free of charge to all parents and learners at Robert Hicks School and is an efficient way of delivering news, important alerts, homework, photos and other forms of notification. Please register by visiting the following website:

<http://www.school-communicator.com/downloads>

The D6 Connect

The D6 Connect is an interactive messaging platform through which you can do, among others, the following:

- View your child's report results (these are released the day after school has closed for the term).
- View school fees
- View calendar events
- View messages
- Notify the school if your child is late (and even upload the medical certificate)

The D6 Connect is App based, and available on both Playstore and iStore. The school needs a working email address to which the token can be sent. This token needs to be entered on the App before access is granted. Please email the school to request for a token to be sent.

School diary

The Dairy is a useful platform for quick communication between parents and teachers. As all homework is written into the diary, parents are expected to sign each day in acknowledgement that they have controlled their child's homework. Often a teacher will also write messages in the diary.

Please ensure that your contact details are up to date, as the homework diary is the fastest way to get contact information from.

Robert Hicks School Website

Please visit the RHS website. It contains a wealth of information you may need. Important email addresses can also be found here. The address is:

<http://www.roberthicksschool.co.za>

Robert Hicks School Facebook page

Parents can like the official school Facebook page. This page will not post any photos of learners without the prior consent of the parent. Please note that there is a Robert Hicks Primary Facebook page that is not affiliated with the school.

Parent / teacher meetings

Parents need to attend the meetings at the start of each term (Term 2 & 3) in order to collect reports and discuss the progress of their child. Please make every effort to attend. Reports may NOT be handed out to any person who is not the parent / LEGAL guardian. Should you have a concern about your child's progress, you may request individual meetings with the relevant educator. Any worries and concerns should be voiced immediately. Do not hesitate to make an appointment with your child's register educator, who will aim to resolve any issues there may be. The Grade Leader, Departmental Head, Deputy Principal and Principal are also available, but please aim to resolve any issues with the register educator first.

Notice board

Relevant information is put on the notice board. This electronic board is in the process of being erected and will be found on the corner of Adcock Street and 12th Avenue.

BEHAVIOUR

At Robert Hicks School we want to ensure at all times that everyone is HAPPY and SAFE. The CODE of CONDUCT and SCHOOL RULES can be found in the homework diary, on the RHS school website, as well as a resource on the Communicator and on Connect. These need to be adhered to. Learners are expected to know and adhere to all school and classroom rules. Ignorance of these rules is NOT an acceptable excuse.

Learners are awarded violations and recognitions, based on their conduct and performance and according to certain criteria, as set out in the school rules. A summary of these violations and recognitions is handed out together with the detention notification letter, which are issued as per the DETENTION POLICY. A report is also handed out with the academic report card during parent consultations. Please instill upon your child the importance of maintaining a clean behavioural record.

EXTRA-CURRICULAR ACTIVITIES

Robert Hicks School offers a variety of activities. These are available at no extra cost. Please encourage your child to participate in these activities. Participation in these activities offer a range of benefits, from social interaction to becoming a team player to fitness. It teaches a child more discipline and, importantly, it keeps them away from a television screen! Once a learner has committed him/herself to the activity, it is expected that they follow through for the duration of the term.

Summer Activities

Chess	Choir	Cricket
Drama	Mini-cricket	Swimming
Tennis	Scripture Union	

Winter Activities

Athletics	Chess	Choir
Drama	Mini-soccer	Soccer
Netball	Tennis	

Other

Hikes, nature outings and tours take place at various times throughout the year. These activities are available at an additional cost to cover the expenses.

CO-CURRICULAR ACTIVITIES

Media Centre periods are offered to Foundation Phase learners from Grade R – 3, and Swimming during PE and Computer classes are offered to all grades (Grade R – 7) during school hours.

SCHOOL UNIFORM



BOYS WINTER UNIFORM



GIRLS SUMMER UNIFORM

All information pertaining to uniforms can be found in the CODE of CONDUCT as well as the school diary. Please mark all clothing clearly so that these items can be returned to their rightful owners.

The suppliers of the ROBERT HICKS SCHOOL uniform are as follows:

TOTIUSDAL HANDELSHUIS

[773 Codonia Ave, Waverley Pretoria](https://www.totiusdal.co.za)
[0123321380](tel:0123321380)
ilze@handelshuis.co.za

INTACTWEAR

[Cr Jacobs @ 11th Avenue, Gezina Pretoria](https://www.intactwear.co.za)
[0798564204](tel:0798564204)

STATIONERY

Stationery must be purchased by the parent. The stationery lists for all grades are available on the school website. Please mark all stationery clearly with the "known as name". It works better to have your child's name and surname written on a piece of paper and to stick it onto the item with cellotape.

PARKING: AFTERNOON/EVENING ACTIVITIES AT SCHOOL

No parking is available inside the premises to the school. However, during events hosted by the school, security guards are on duty on both 11th and 12th Avenue. Please do NOT park in front of the educator entrances! These are located on 11th Avenue, close to the corner of Adcock Street, as well as 12th Avenue, close to the corner of Adcock Street.

BANKING DETAILS

Robert Hicks School banking details:

ABSA

Account number: 1056 980 900

Branch code: 509 045

SCHOOL FEES (2023)

R 13 200

- **OPTION A: Monthly instalments**

Paid as follows:

PAYMENT NO LATER THAN	PAYMENT	BALANCE
15 December 2022	R 1 000 (1 st Payment)	R 12 200.00
31 January 2023	R 1220. 00	R 10 980.00
28 February 2023	R 1220. 00	R 9 760.00
31 March 2023	R 1220. 00	R 8 540.00
30 April 2023	R 1220. 00	R 7 320.00
31 May 2023	R 1220. 00	R 6 100.00
30 June 2023	R 1220. 00	R 4 880.00
31 July 2023	R 1220. 00	R 3 660.00
31 August 2023	R 1220. 00	R 2 440.00
30 September 2023	R 1220. 00	R 1 220.00
31 October 2023	R 1220. 00	R 0

- **OPTION B: Payment in full by no later than 28 February**

10% discount granted when school fees are settled in full by no later than 28 February 2023.

Discount: R 13 200.00 - 10% (Discount of R 1320.00) R 11 880.00

R 11 880.00 to be paid by 28 February 2023 to qualify for the 10% discount.

LOITERING

Learners are expected to go home immediately after school or after their extra-mural activities have been concluded. There is no educator supervision after 14:15 in the afternoons, so learners who wait for their transport, will be expected to wait at the 12th Avenue gate. Please enrol your child in the After Care Centre if you are unable to pick him/her up. Email the Care @ Hicks Administrator for more details at hodg@roberthicksschool.co.za .

CIVVIES

Learners are allowed to wear civvies on their birthdays. If the birthday should fall on a weekend, they may wear civvies on the Friday or proceeding Monday. Parents of learners who are inappropriately dressed will be contacted to bring more suitable clothing. In order to prevent this, please refer to the dress code found in your child's diary. We welcome birthday treats, but please consider the educator by not sending whole cakes which must be sliced into 30 slices! Cupcakes are a preferred birthday treat. Arrangements can be made with the tuck shop one week in advance if you would like to order cupcakes for the class. Please contact the school tuck shop administrator for more details at hods@roberthicksschool.co.za .

COLLECTION OF LEARNERS AFTER ACTIVITIES

All children need to feel safe and secure. Parents who neglect to fetch their children on time, create uncertainty and fear in their children. Please make sure you collect your child at the stipulated time. Learners who are not collected within 30 minutes after an activity, will be considered to be abandoned and will be taken to the Moot Police Station for safe keeping. Please bear in mind that leaving your child unattended at school can by law be seen as neglect.

POLICIES

All school policies are available on request.

CARE @ HICKS AFTER CARE CENTRE

The After School Care Centre is run by the school. The prospectus is available on our website. Please contact the Care @ Hicks School Administrator for more details or queries:

Ms M de Witt (012)329 1695 (Extension 18)
hodg@roberthicksschool.co.za

CAFÉ HICKS (TUCK SHOP)

The tuck shop is run by the school. The tuck shop is entirely cashless and learners need to use their Allxs cards to buy from the tuck shop. The menu and menu options are available from the school website. Please contact the Café Hicks School administrator for more details or queries:

Ms H Fourie (012)329 1695 (Extension 19)
hods@roberthicksschool.co.za